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TO : Personnel Director

FROM : Plans, Research and Development Staff

SUBJECT: Personnel Director Memorandum Concerning Form No. 34-30,
Final Payment Clearance Sheet

DATE:

11 AUG 1953

1. The attached ditto mat of the PDM entitled "Form No. 34-30, Final Payment Clearance Sheet", is forwarded for your approval and signature. Copies of this memorandum have been coordinated with the Chiefs of ESS, SCAS, PD(O), PD(C) and the Comptroller.

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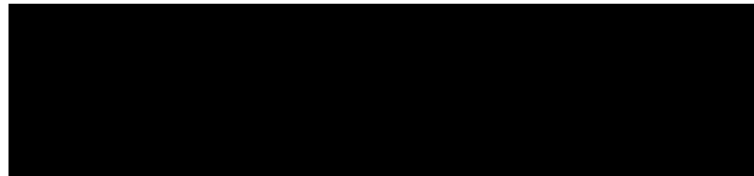
2. During the coordination process, Messrs. [REDACTED] and [REDACTED] stated that they believed the majority of separation cases could be cleared with the Employee Services Staff by telephone. They felt that the requirement of having each separated employee report to ESS for clearance would represent an unnecessary trip for the individual concerned. This opinion represented the only non-concurrence but as such, was considered valid by this Staff.

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3. A recent call from [REDACTED], however, indicates that failures to obtain clearance from ESS are still evident, notably from the covert side of the Personnel Office. Because of this fact, this Staff believes that the subject PDM should be published in an effort to prevent further errors in the clearance processing of separated employees. With the move to Curie Hall, the necessity for individuals to travel between buildings to obtain final clearance will be eliminated.

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